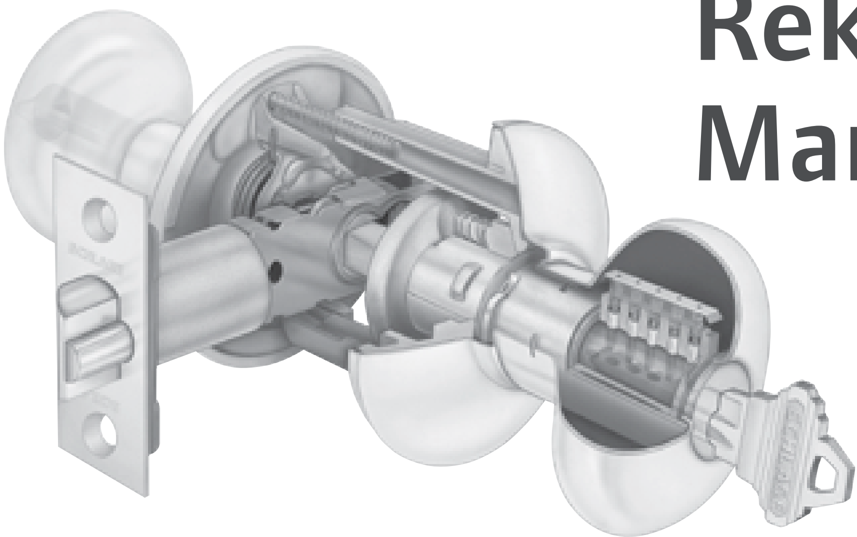
Real Security Sets You Free.™




# Rekeying Manual

For use with
Keying Kits
40-132, 40-134
& 38-030

Ingersoll Rand
Security Technologies

# Rekeying is easy with Schlage

Schlage engineers its locks for professional-grade durability, remarkable beauty and easy rekeying steps. Whether you're rekeying a lockset or deadbolt, Schlage makes it simple with step-by-step instructions and pictures to help you complete the job. It's just one more reason that Schlage is the number one selling retail brand.*

*2004 Scout Market Intelligence Report

## Contents

# Schlage Keying Kits provide everything you need to get the job done.




**Keying Kit 40-132** Includes everything you need to rekey the most popular Schlage knobs, levers and B-Series deadbolts. Includes bottom pins, top pins, springs, cylinder caps, cap pins, cap pin springs, B-Series deadbolt tailpieces, key gauge, plug follower and cap removal tool.




**Keying Kit 40-134**

Contains all of the basic materials to rekey most Schlage knobs and levers. Includes bottom pins, top pins, springs, cylinder caps, cap pins, key gauge and plug follower.

## Supplemental Keypad Lock ReKeying Kit

**38-030** Contains all of the basic replacement materials for rekeying Schlage keypad locks and deadbolts. Includes cylinder driver bar, extra screws, tailpiece washers, spacers, and retainers.

# Rekeying F, FA & FB-Series Residential Front Entry Sets, Keyed Knobs and Levers

# 1 Lock Disassembly


1A


1B


1C

**A** Insert key into knob or lever cylinder plug, rotate 90°.

**B** Depress knob/lever catch using tab on key gauge and pull knob/lever off of knob catch.

**C** Use your thumb and forefinger to apply pressure on the rose and pull knob/lever off spindle.


1D


1E


1F

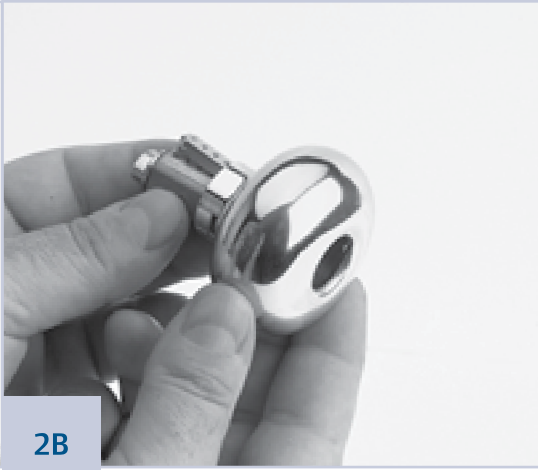
**D** Rotate key back 90° to original position and remove key.

**E** To remove the cylinder, first ensure that the keyway on the plug is facing upright. Next, allow the tail end of the cylinder to drop down slightly so that the top of the face of the cylinder sits in at an angle. The cylinder should not fall completely into the body of the knob (like picture E, not like picture F).

# 2 Cylinder Removal



2A



2B

**CAUTION:** TO REMOVE THE CYLINDER THROUGH THE REAR OF THE KNOB/LEVER, YOU WILL NOT NEED TO USE MORE THAN 5 POUNDS OF FORCE (OR THE AMOUNT OF FORCE REQUIRED TO PUSH AN ELEVATOR BUTTON). IF YOU REQUIRE MORE FORCE, THE CYLINDER IS NOT ALIGNED CORRECTLY FOR REMOVAL. PLEASE REFER TO STEPS E AND F FOR CORRECT ALIGNMENT.

**A** Carefully push the cylinder out of the back of the knob/lever by applying pressure to the top of the cylinder plug face.

**B** The cylinder will automatically compress and exit the rear of the knob/lever through the shank of the knob/lever.

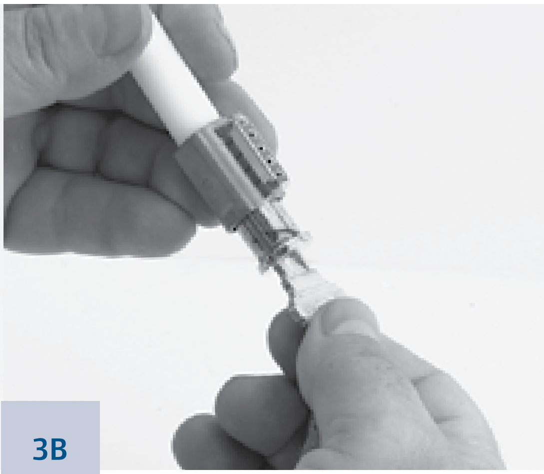
# 3 Cylinder Repinning - Method 1

**Method 1:**
**(RECOMMENDED)**



3A

**A** Using U-Shaped portion of key gauge, press forward to remove C-Clip cylinder retaining ring.



3B

**B** Insert & rotate the key 90° and insert the end of the plug follower into the rear of the cylinder housing - pushing the plug out the front of the housing.



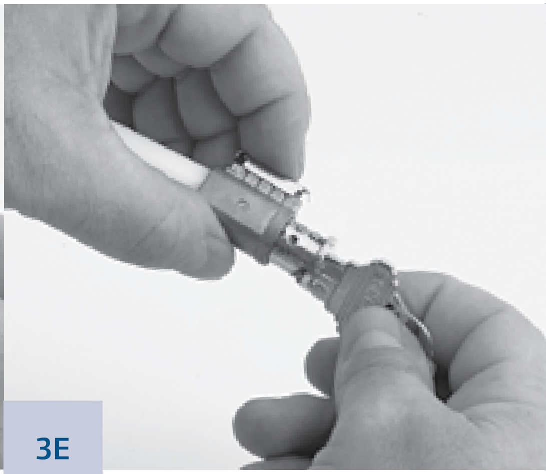
C3

**C** Keep the plug follower in the body to keep the top pins and springs from blowing. Dump the bottom pins from the plug.



3D

**D** Load new bottom pins into the plug that correspond to the new key combination.

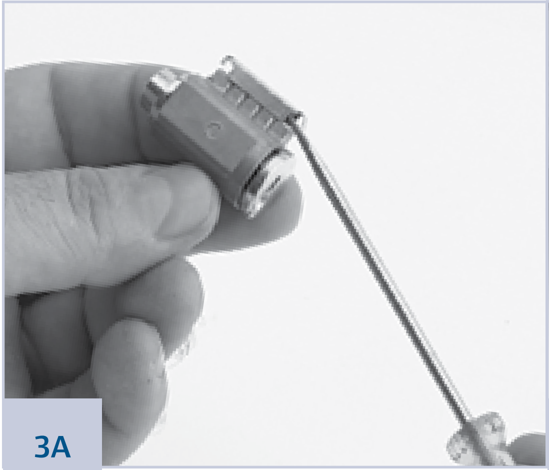


3E

**E** Re-insert the plug back into the housing and push the plug follower back out. Finally, re-insert the C-Clip cylinder retaining ring onto the back of the plug.

# 3 Cylinder Repinning - Method 2

**Method 2:** The compressible cylinders can also be rekeyed from the top of the cylinder by removing the stainless steel cap – and dumping the bottom pins, top T-Pins, and top springs from the cylinder. To rekey, simply insert new bottom pins into the holes on the top of the cylinder and then re-insert the top T-pins and springs on top of the bottom pins. Finally, attach a NEW stainless steel cap to the top of the cylinder body by aligning the holes in the top cap with the holes in the springs. Each spring should encircle each hole on the cap.



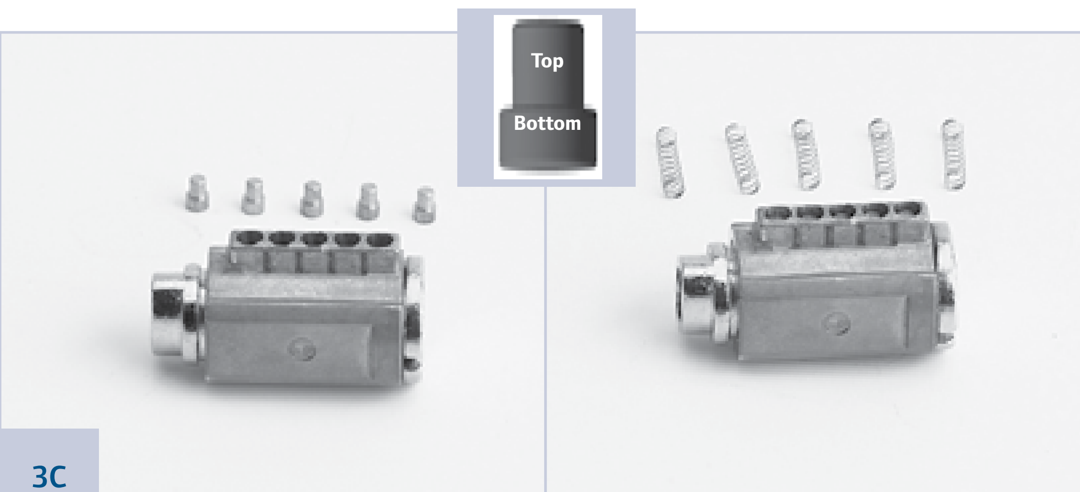
3A

**A** Using a screwdriver or other small edge carefully pry off the steel cap from the top of the cylinder.



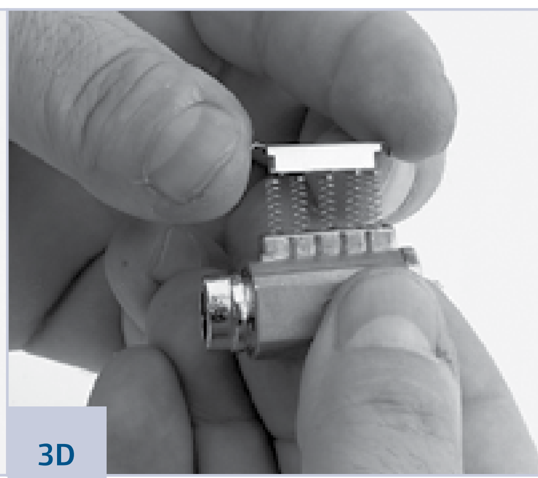
3B

**B** Dump contents from the top of the cylinder (springs, top pins and bottom pins).




3C

**C** Align the holes in the plug with the holes in the housing. Load new bottom pins and re-load the top T-Pins (see inset for correct insertion direction). Re-load the springs over the top of the thin part of the top T-Pins.



3D

**D** Attach a NEW steel cap onto the top of the housing - aligning each spring with the hole in the cap. The teeth of the cap should also align with the grooves on the housing.

# 4 Lock Reassembly



4A

**A** Compress the cap and re-insert the cylinder into the shank of the knob (plug face first) aligning the cap with the slot in the sleeve inside the knob.



4B

**B** With the cap aligned with the slot, push the cylinder the rest of the way into the knob.



4C

**C** Insert key into cylinder plug, rotate 90°. Line up slot on the shank of the knob with catch on spindle and slide knob onto spindle.



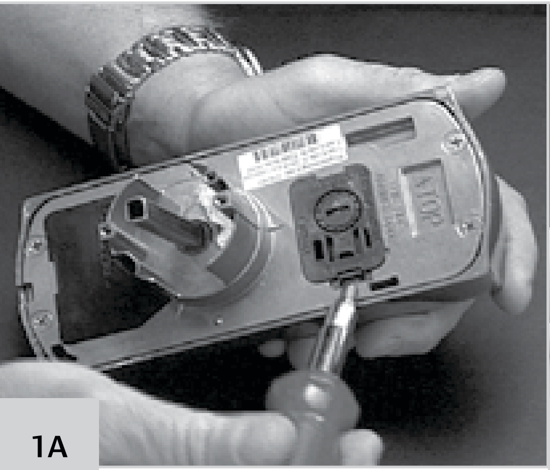
4D

**D** If necessary, depress knob catch and slide knob on until the catch pops into the slot on knob. Rotate key 90° and remove key.

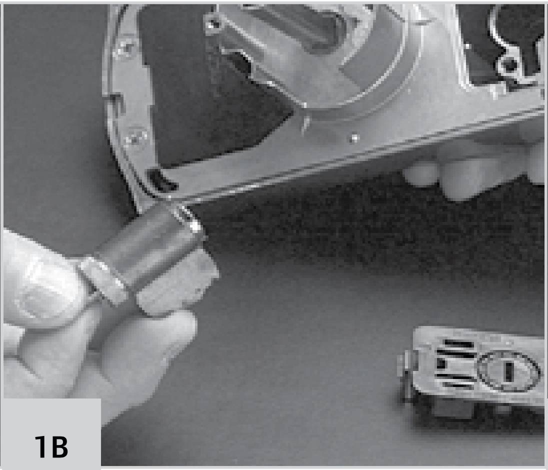
# Rekeying
# BE & FE Series
# Residential Electronic
# Keypads and Deadbolts

# 1 Keypad Lock Cylinder Removal

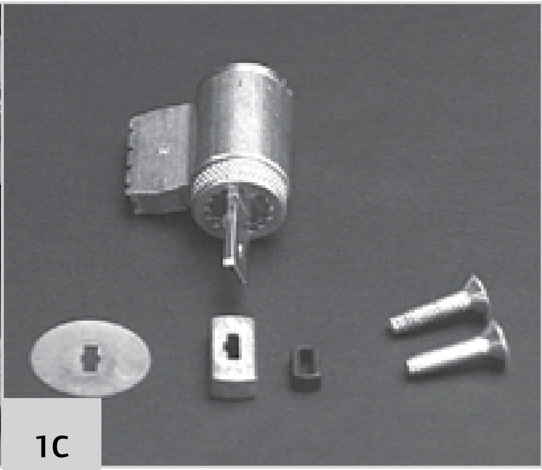
**FE575** and **FE595** cylinder removal instructions


1A

**A** Remove access panel from keypad assembly.

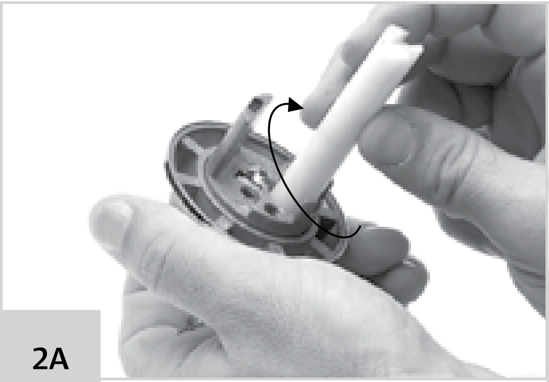

1B

**B** Remove cylinder retaining screw and cylinder.


1C

**C** Remove cylinder cap, washer, tailpiece, pin, and spring.

# 2 Remove the Cylinder Plug


2A

**A** Insert key and turn clockwise to two o'clock position. Place flat end of follower against back of cylinder plug.


2B

**B** **CAUTION:** To avoid top pins springing out of cylinder shell, push follower all the way through in one careful, continuous motion. When completed, shell should be near center of follower.

NOTE: IF THE TOP PINS AND SPRINGS DISENGAGE, PLEASE SEE PAGE 38.


2C

**C** Dump bottom pins from plug and remove old key. Discard old pins and keys.

# 3 Load New Bottom Pins



3A



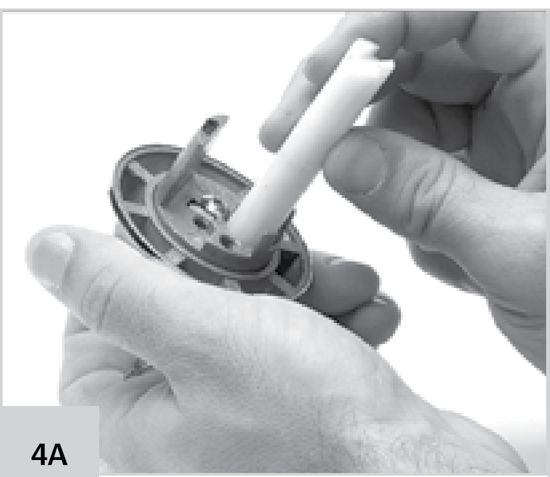
3B

**A** Use numbers on key bow or use key gauge (see page 38) to determine new key combination. Insert new key all the way until it stops against plug face.

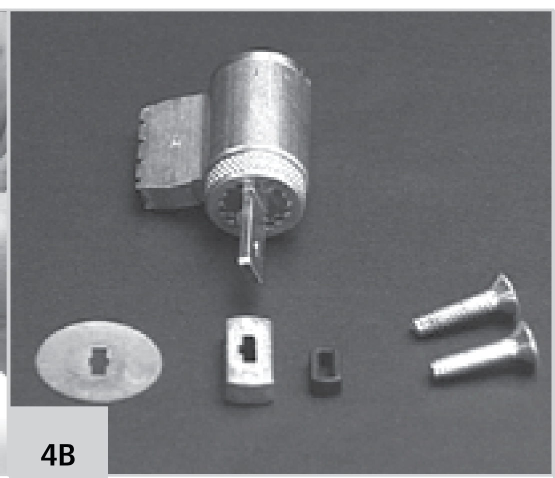
**B** Load new bottom pins (pointed end down) into plug with pins from kit corresponding to new key combination.

IMPORTANT! MAKE SURE THAT ALL PINS ARE FLUSH WITH TOP OF PLUG, FORMING A PERFECT SHEAR LINE. IF ANY EXTEND ABOVE OR BELOW THE SURFACE, REPLACE WITH CORRECT SIZES.

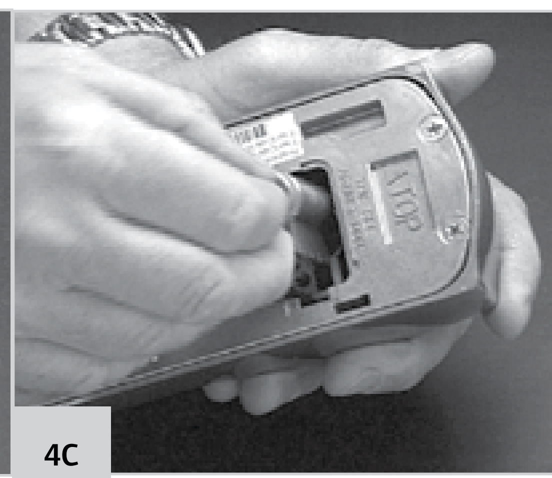
# 4 Keypad Lock Reassembly



4A



4B



4C

**A** Insert key and turn clockwise to two o'clock position. Place flat end with square notch of follower against back of plug.

**IMPORTANT!** MAKE SURE FOLLOWER NOTCH IS IN HORIZONTAL (NINE AND THREE O'CLOCK) POSITION.

**B** Install spring, pin, tailpiece, washer, and cylinder cap.

**NOTE:** MAKE SURE FOLLOWER NOTCH IS IN HORIZONTAL (NINE AND THREE O'CLOCK) POSITION.

**C** Reinstall cylinder as shown.

**NOTE:** ROTATE TAILPIECE TO VERTICAL POSITION AS SHOWN. MAKE SURE ARROW ON ACCESS PANEL IS POINTING TO **NORMAL** POSITION.

**D** Use FE575 or FE595 Installation Sheet to Install Lock.

# 1 Keypad Deadbolt Cylinder Removal

**BE365** cylinder removal instructions



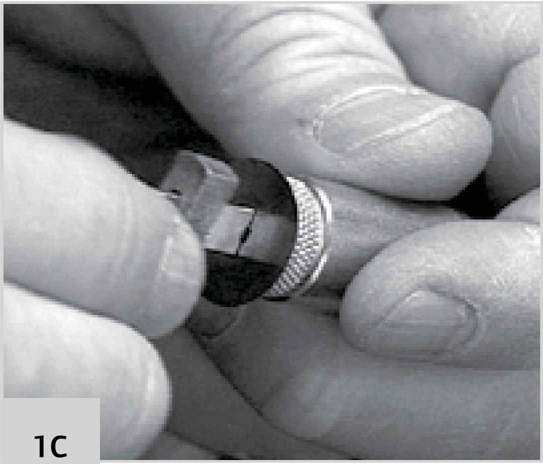
1A

**A** Remove backplate from outside keypad assembly.



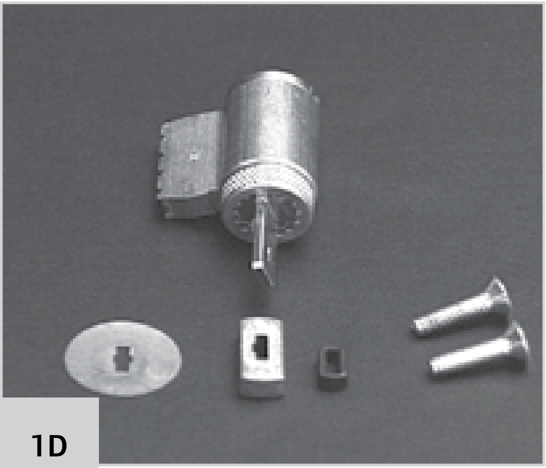
1B

**B** Remove cylinder from thumbturn.



1C

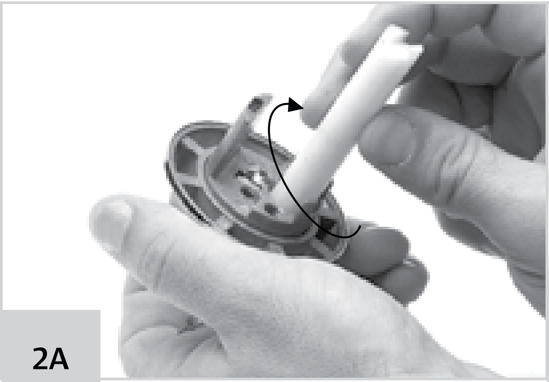
**C** Remove retainer, block, and disc from cylinder.



1D

**D** Remove cylinder cap, tailpiece, pin, and spring.

## 2 Remove the Cylinder Plug



2A



2B



2C

**A** Insert key and turn clockwise to two o'clock position. Place flat end of follower against back of cylinder plug.

**B** **CAUTION:** To avoid top pins springing out of cylinder shell, push follower all the way through in one careful, continuous motion. When completed, shell should be near center of follower.

NOTE: IF THE TOP PINS AND SPRINGS DISENGAGE, PLEASE SEE PAGE 38.

**C** Dump bottom pins from plug and remove old key. Discard old pins and keys.

## 3 Load New Bottom Pins



3A



3B

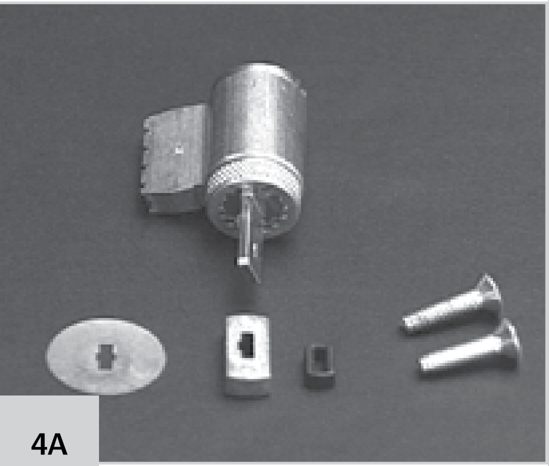
**A** Use numbers on key bow or use key gauge (see page 38) to determine new key combination. Insert new key all the way until it stops against plug face.

**B** Load new bottom pins (pointed end down) into plug with pins from kit corresponding to new key combination.

IMPORTANT! MAKE SURE THAT ALL PINS ARE FLUSH WITH TOP OF PLUG, FORMING A PERFECT SHEAR LINE. IF ANY EXTEND ABOVE OR BELOW THE SURFACE, REPLACE WITH CORRECT SIZES.

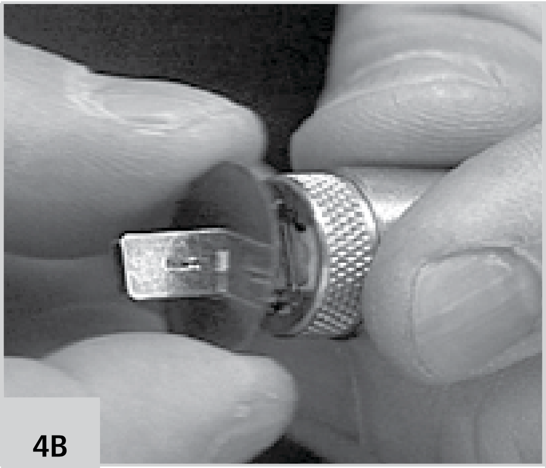
# 4 Keypad Deadbolt Reassembly - cont.

**BE365** cylinder removal instructions



4A

**A** Install spring, pin tailpiece, and cylinder cap.



4B

**B** Install disc, block, and retainer.



4C

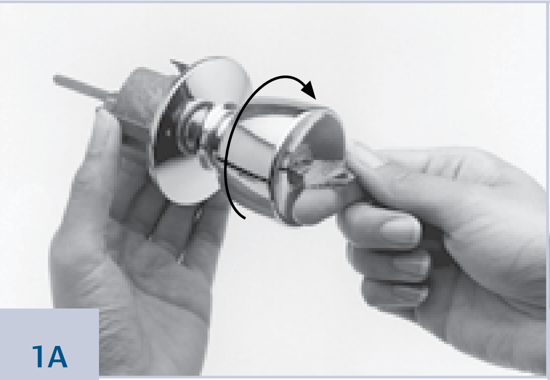
**C** Reinstall cylinder as shown.

> **NOTE:** MAKE SURE TOP OF CYLINDER IS POINTING TOWARDS KEYPAD.

**D** Use BE365 Installation Sheet to Install Lock.

# Rekeying A & AL Medium Duty Series Knobs and Levers

# 1 Remove the Knob or Lever


1A


1B


1C

**A** Put key into cylinder (with teeth of key facing up) and turn key clockwise one quarter turn to three o’clock position.

**B** Using tab on key gauge, depress knob/lever retainer through hole in knob/lever shank.

**C** Use thumb and forefinger to apply pressure on rose and pull knob/lever off spindle.

# 2 Remove the Cylinder


2A


2B

**A** Push cylinder forward until knob sleeve disengages from back of knob. Remove sleeve and set it aside.

**B** Remove key from cylinder and remove cylinder from back of knob.

# 3 Remove the Cylinder Retaining Clip

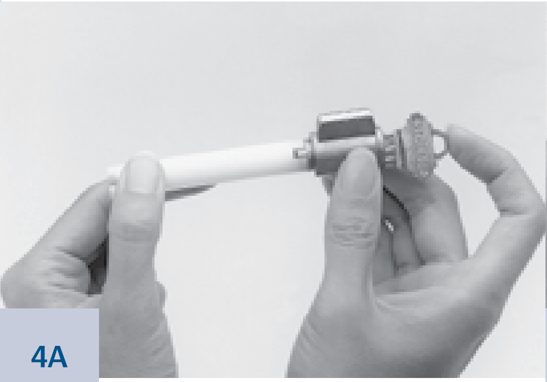

3A

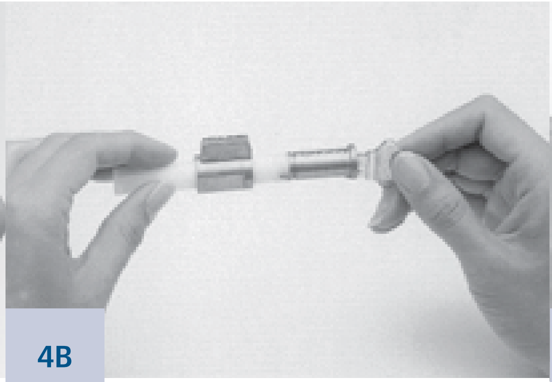

3B

**A** Engage U-shaped portion of key gauge with “C” shaped clip on back of cylinder.

**B** Press key gauge forward to disengage and remove clip.

# 4 Remove the Cylinder Plug


4A


4B


4C

**A** Insert key and turn clockwise to two o'clock position. Hold slotted end of follower against back of cylinder plug.

**B** Hold follower firmly against plug and carefully slide it through cylinder shell until plug and front of follower have passed completely through cylinder shell.

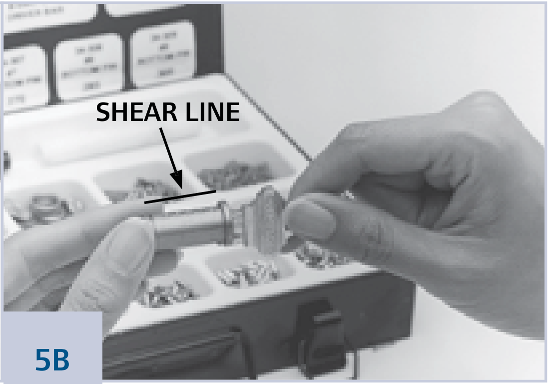
**IMPORTANT!** DO NOT PULL FOLLOWER COMPLETELY THROUGH CYLINDER.

Cylinder shell should end up near center of follower. Set these items aside, noting which end of shell is front end.

**C** Dump bottom pins from plug and remove old key. Discard old pins and keys.

# 5 Load New Bottom Pins


5A



5B

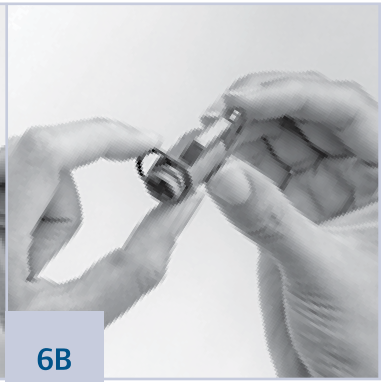
**IMPORTANT:** MAKE SURE ALL NEW PINS ARE FLUSH WITH TOP OF PLUG, FORMING A PERFECT SHEAR LINE. IF ANY FALL BELOW OR EXTEND ABOVE SHEAR LINE, REPLACE WITH CORRECT SIZES.

**A** Use numbers on key bow or use key gauge (see page 38) to determine new key combination. Insert new key all the way until it stops against plug face.

**B** Load new bottom pins (pointed end down) from keying kit that correspond to new key combination.

## 6 Reinsert the Cylinder Plug


6A

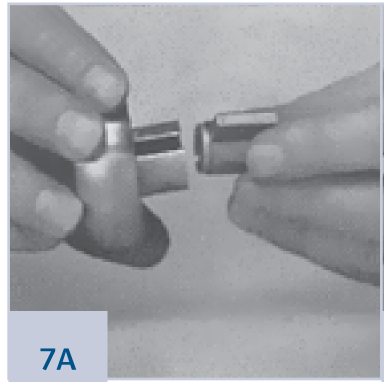

6B

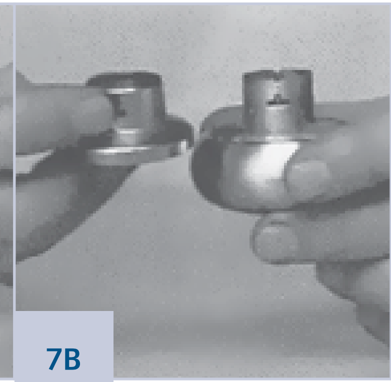
**A** Engage back of plug in follower notch and turn slightly relative to cylinder shell. Gently push plug into shell, pushing follower out.

**B** Reattach retaining clip to back of cylinder and snap into place.

**IMPORTANT:** KEY IS STILL IN PLUG AT THIS POINT! REMOVE KEY ONLY WHEN "C" CLIP IS SNAPPED BACK INTO PLACE.

## 7 Reassemble the Knob

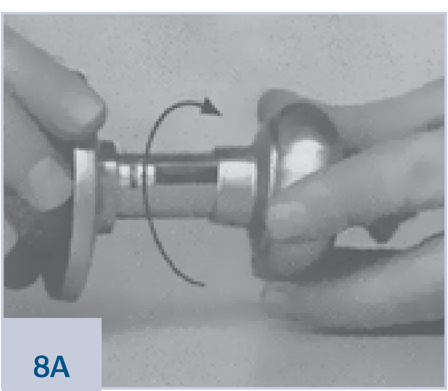

7A

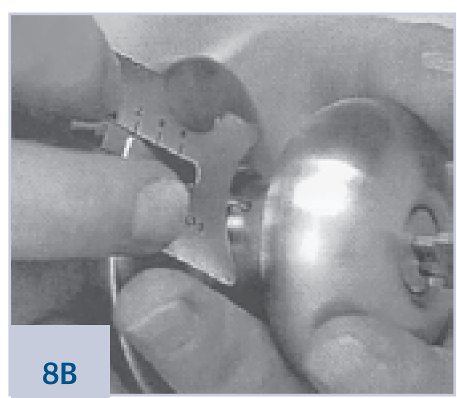

7B

**A** Align cylinder with opening on rear of knob and insert cylinder, keyway first.

**B** Place sleeve onto rear of knob, align notched area of sleeve with knob opening, and press into place.

## 8 Reattach the Knob


8A

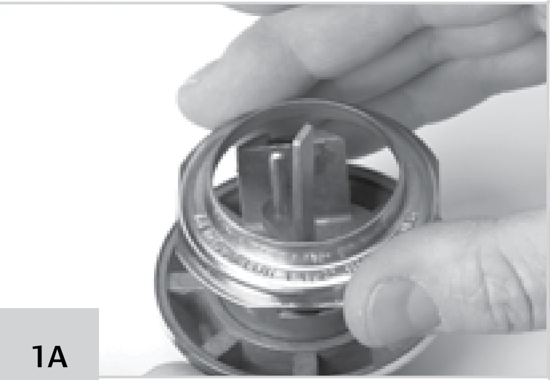

8B

**A** Insert key into cylinder and turn it clockwise 1/4 turn to the three o'clock position. Align notch in attached sleeve with groove on spindle and slide knob toward sprig-loaded knob retainer.

**B** Depress retainer with tab on key gauge or other suitable tool and slide knob until retainer snaps into engagement. Turn key back and forth to verify smooth operation and retainer engagement. A clicking sound indicates that you've done the job correctly.

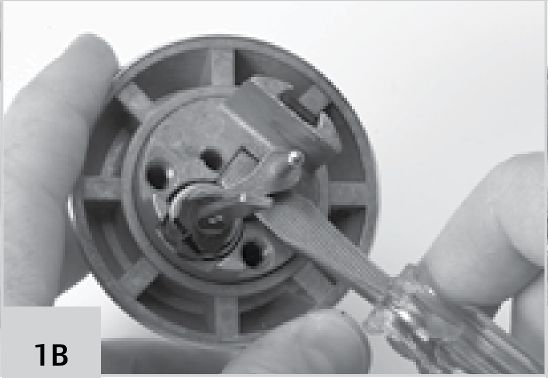
# Rekeying
# B300 & BA300-Series
# Residential Deadbolts

# 1 Preparation



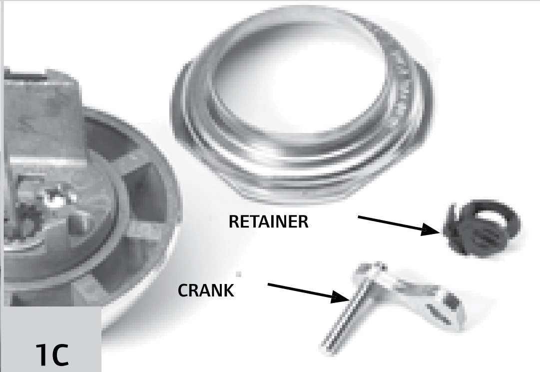
1A

**A** Remove adapter ring (For 1½″ opening only). Place cylinder assembly face down on smooth surface.



1B

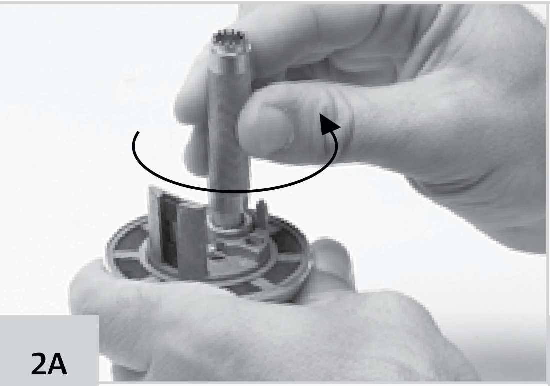
**B** Lift crank assembly and retainer over bumps with flat blade screwdriver and remove.




1C

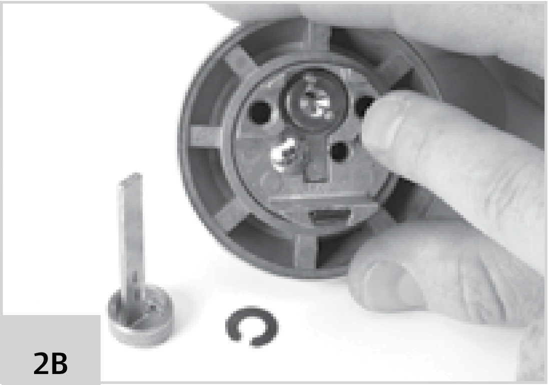
**C** Remove black retainer and crank.

# 2 Remove the Cylinder Cap



2A

**A** Engage teeth of cylinder cap removal tool with scallops in cylinder cap as shown. Push tool down against slight spring pressure and unscrew cap.

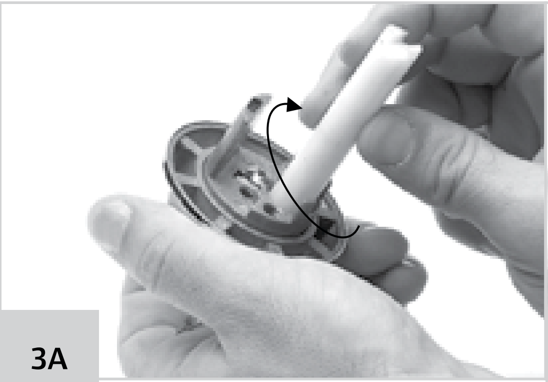


2B

**B** Remove cap, tailpiece, washer, cap pin and spring from back of plug and set aside.

**NOTE:** TO REMOVE TINY CAP PIN SPRING, TURN CYLINDER ASSEMBLY UPSIDE DOWN AND GENTLY TAP ON TABLE.

# 3 Remove the Cylinder Plug



3A



3B



3C

**A** Insert key and turn clockwise to two o'clock position. Place flat end of follower against back of cylinder plug.

**B** **CAUTION:** To avoid top pins springing out of cylinder shell, push follower all the way through in one careful, continuous motion. When completed, shell should be near center of follower.

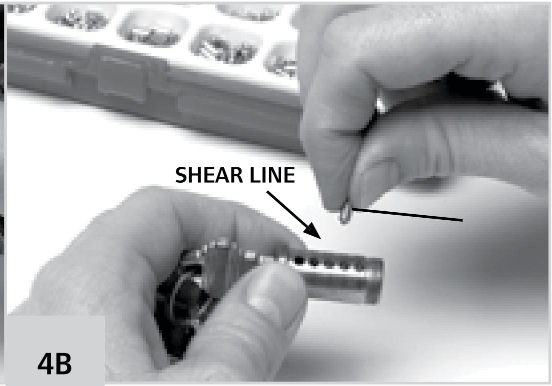
NOTE: IF THE TOP PINS AND SPRINGS DISENGAGE, PLEASE SEE PAGE 38.

**C** Dump bottom pins from plug and remove old key. Discard old pins and keys.

# 4 Load New Bottom Pins



4A



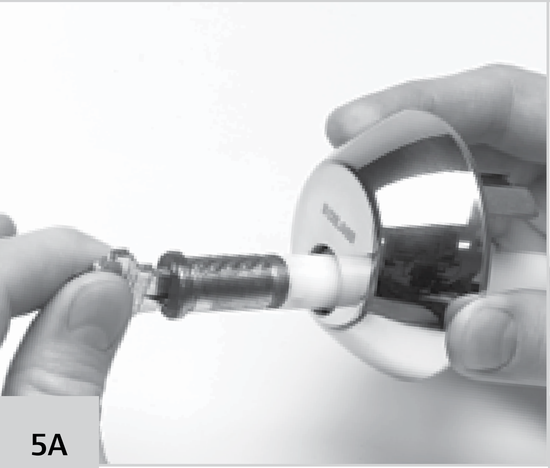

4B

**A** Use numbers on key bow or use key gauge (see page 38) to determine new key combination. Insert new key all the way until it stops against plug face.

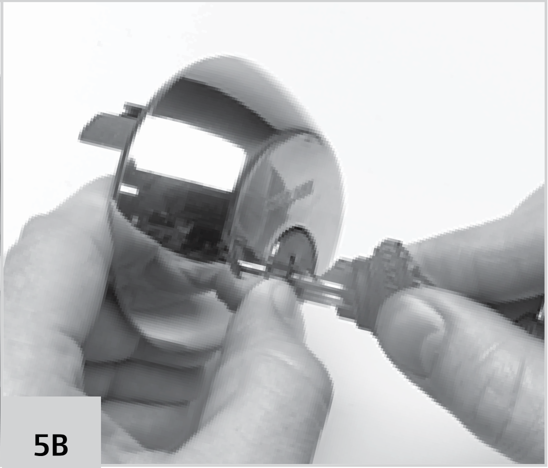
**B** Load new bottom pins (pointed end down) into plug with pins from kit corresponding to new key combination.

IMPORTANT! MAKE SURE THAT ALL PINS ARE FLUSH WITH TOP OF PLUG, FORMING A PERFECT SHEAR LINE. IF ANY EXTEND ABOVE OR BELOW THE SURFACE, REPLACE WITH CORRECT SIZES.

# 5 Reinsert Plug



5A



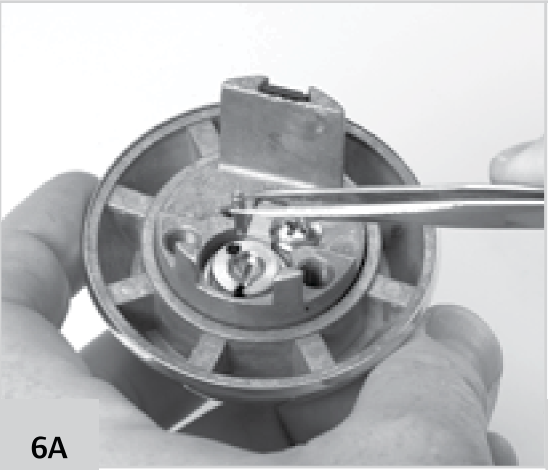
5B

**A** With plug turned slightly, place back of plug against flat end of follower and push follower out smoothly by pushing plug into shell.

**B** Place thumb against plug face and carefully pull out key.

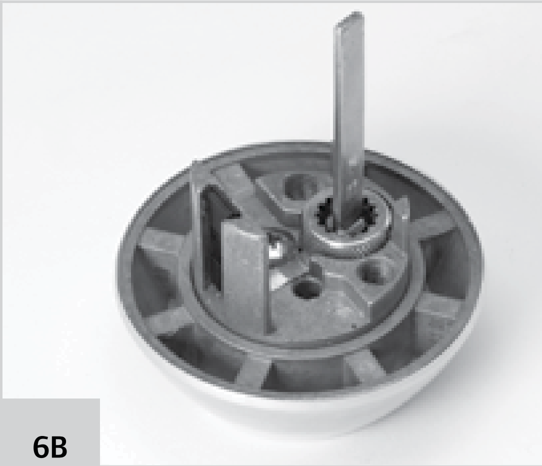
**NOTE:** DO NOT PULL KEY OUT UNLESS SECURELY HOLDING PLUG FACE WITH YOUR THUMB. THIS KEEPS PLUG IN PLACE.

# 6 Cylinder Cap Reassembly



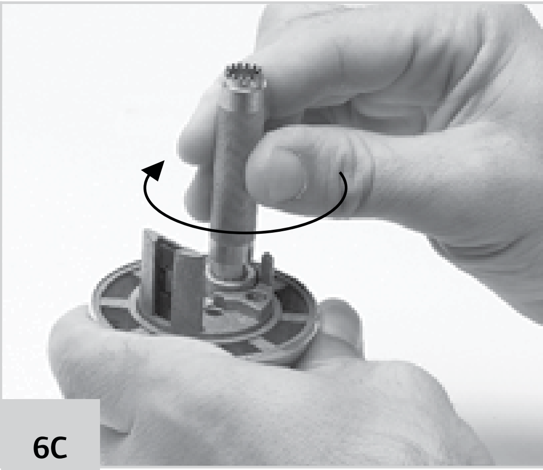
6A

**A** Place cylinder assembly on smooth surface. Insert cap pin spring, then cap pin into small hole in back of plug.



6B

**B** Place tailpiece with washer on top of plug. Be sure opening in washer straddles cap pin.

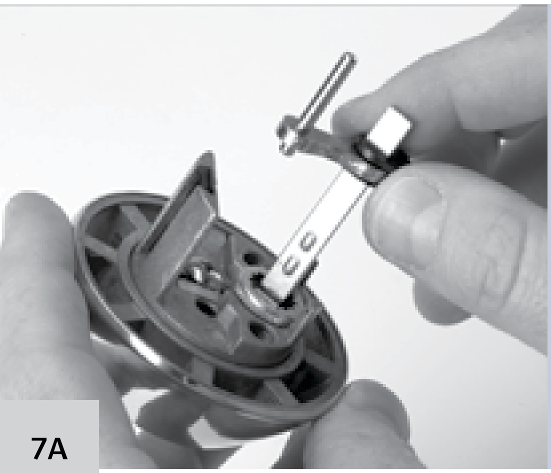


6C

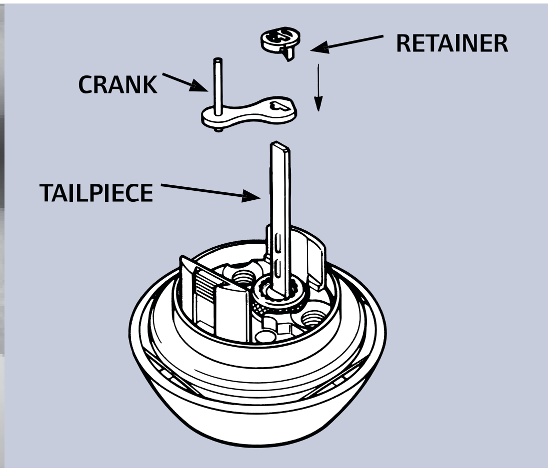
**C** Position cylinder cap and screw into place with cylinder cap tool, but not tight. Cap pin should pop into one of the scallops in cap.

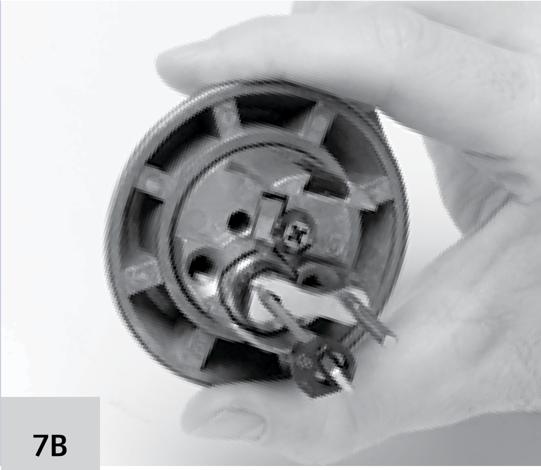
**Test key by turning left and right, and removing it. If key is hard to turn, loosen cap one notch by turning counter clockwise. If key won't come out, tighten cap by turning clockwise. Repeat this test until operation is smooth.**

# 7 Reassemble Crank Assembly



7A



7B

**A** Place crank into retainer and slide onto tailpiece.

**B** Push retainer and crank combination, onto tailpiece, until it stops against cylinder cap.



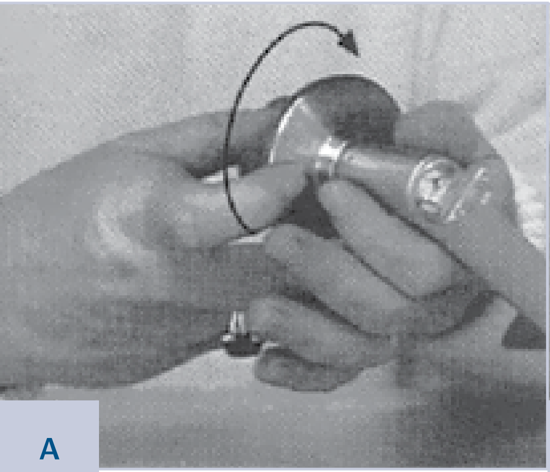
7C

**C** Replace adapter ring with the words facing you. (Leave this off if installing lock into 1½″ diameter hole.)

**To rekey inside cylinder of B362 deadbolts, simply repeat steps 2 through 7.**

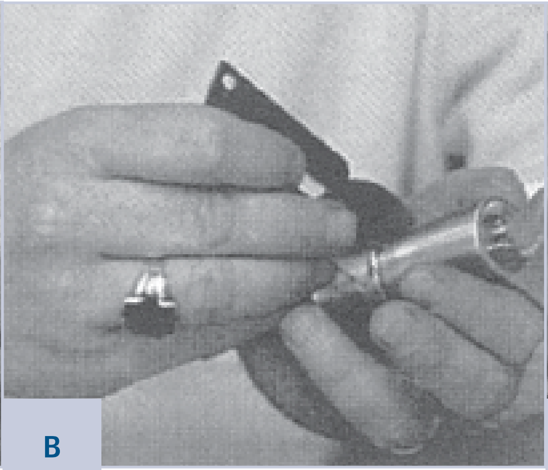
# S Light Duty Commercial Series Levers

# S Light Duty Commercial Levers



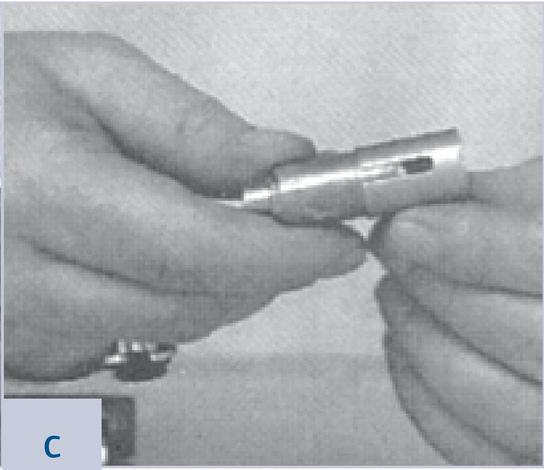
A

**A** Insert key and turn it clockwise 90° to three o'clock position.



B

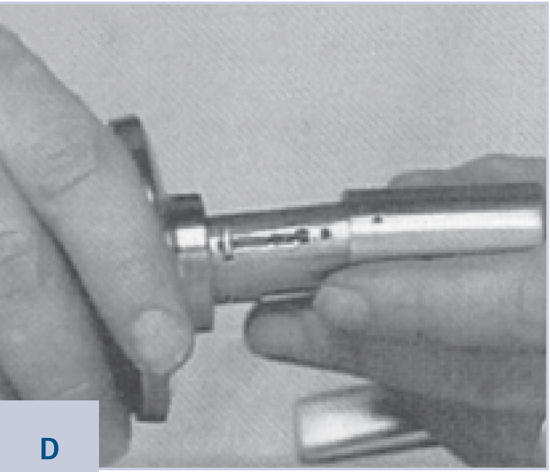
**B** Using tab on key gauge, depress retainer and remove knob or lever.



C

**C** Remove key and remove cylinder. For S-Series locksets, notice sleeve around cylinder and remove sleeve.

NOTE: THIS SLEEVE IS MERELY A SPACER AND DOES NOT AFFECT THE REKEYING PROCESS.



D

**D** When reassembling, slide cylinder back into lever, keyway first. Align button on chassis with hole in knob or lever shank and slide into place.

Reinsert key, turn it 90° to three o'clock position and press knob or lever back into place.

TO REKEY — FOLLOW INSTRUCTIONS 3A – 6B STARTING ON PAGE 18.

# B100, BC100 & BR200-Series Deadbolts

# 1 Preparation



1A



1A

### B100/BC100

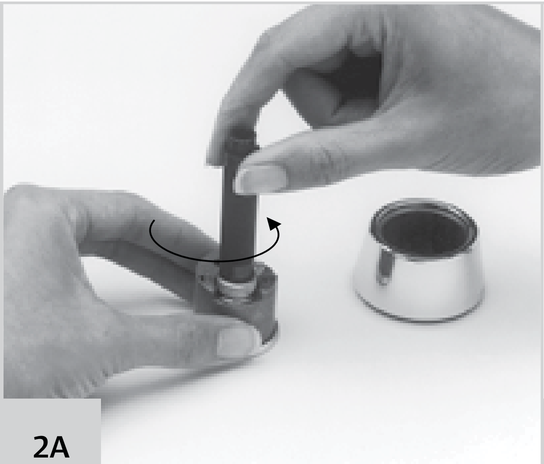
**A** Remove cylinder assembly from its collar. Place cylinder face down on a smooth surface.

### BR200

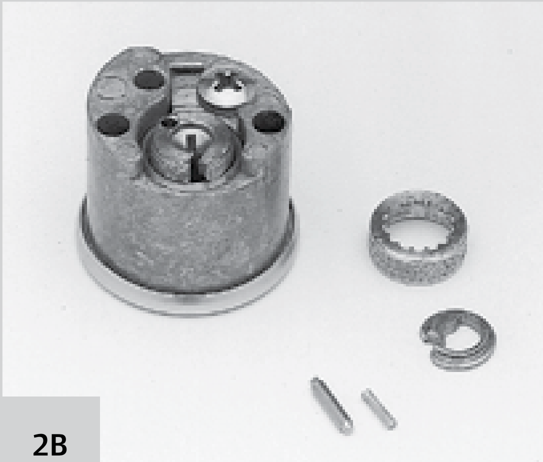
**A** Remove the attached tailpiece from the back of the cylinder and place the housing face down on a smooth surface.

# 2 Remove the Cylinder Cap

THE PHOTOGRAPHS IN THIS SECTION DEPICT B100 HOUSINGS; HOWEVER, THE BC100 AND BR200 SERIES CYLINDERS REKEY THE SAME WAY.



2A



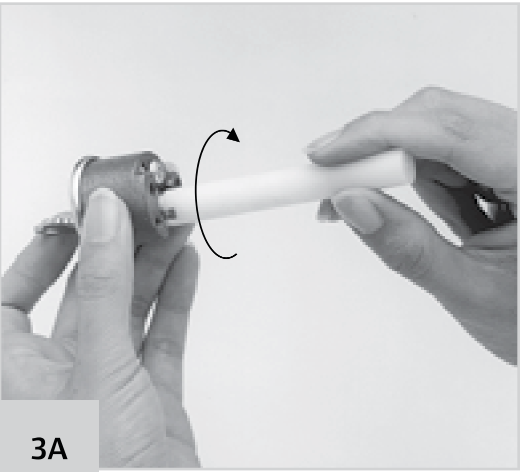
2B

**A** Align scallops of cylinder cap with teeth on cylinder cap removal tool. Push tool down against slight spring pressure. Unscrew cap and remove it.

**B** Remove cap, washer, pin and spring from back of cylinder plug and set aside.

NOTE: IF CAP REMOVAL TOOL IS LOST, USE TAB ON KEY GAGE OR OTHER SMALL TOOL TO DEPRESS CAP PIN AND UNSCREW CAP WITH FINGERS.

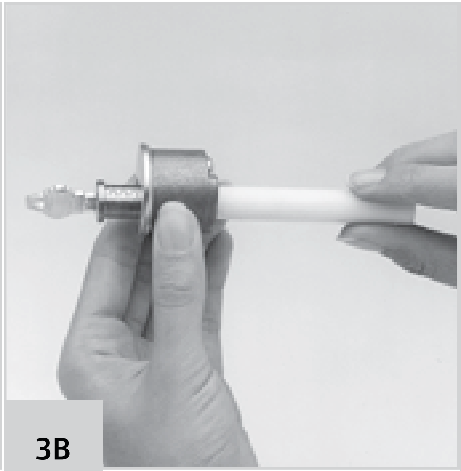
## 3 Remove the Cylinder Plug



3A

**A** Insert key and turn clockwise to two o’clock position. Place flat end with square notch of follower against back of plug.

IMPORTANT! MAKE SURE FOLLOWER NOTCH IS IN HORIZONTAL (NINE AND THREE O’CLOCK) POSITION.



3B

**B** Holding follower firmly against back of plug, carefully push follower through cylinder shell. Support front of plug so it does not fall as it is pushed out. Cylinder shell should end up in center of follower. Set aside.

NOTE: IF TOP PINS AND SPRINGS DISENGAGE FROM CYLINDER, SEE PAGE 35.

## 4 Remove Bottom Pins



4A

**A** Dump bottom pins from plug and remove old key. Discard old pins and keys.

## 5 Load New Bottom Pins



5A

**A** Use numbers on key bow or use key gauge (see page 38) to determine new key combination. Insert new key all the way until it stops against plug face.

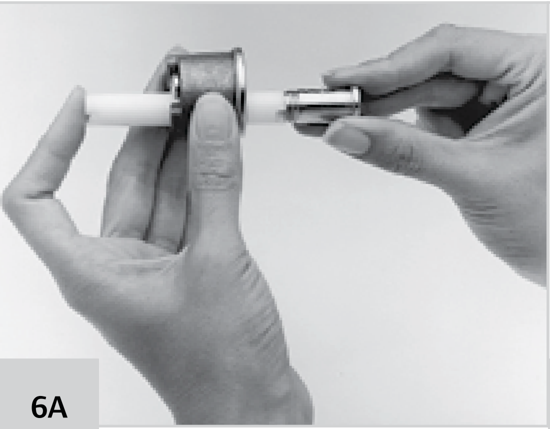



5B

**IMPORTANT!** ALL PINS MUST BE FLUSH WITH TOP OF PLUG, FORMING A PERFECT SHEAR LINE. IF ANY FALL BELOW OR EXTEND ABOVE SHEAR LINE, REPLACE WITH CORRECT SIZES.

**B** Load new bottom pins (pointed end down) into plug with pins from keying kit corresponding to new key combination.

## 6 Reinserting Cylinder Plug



6A

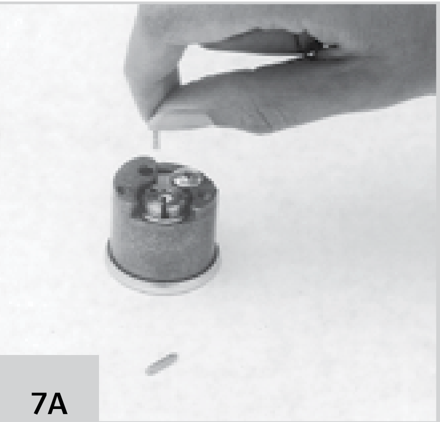


6B

**A** Again, place flat end of follower against back of plug. Carefully push plug into shell, pushing follower out.

**B** Insert key and place thumb against plug face. CAREFULLY pull key out, leaving plug locked in shell.

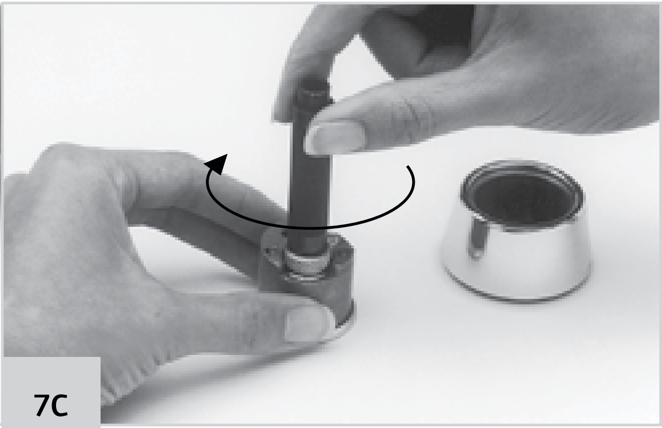
## 7 Cylinder Cap Reassembly



7A



7B



7C

**A** Place cylinder face down on a smooth surface. Insert cap pin spring and cap pin into small hole in back of plug.

**B** Place washer on back of plug raised side up with notch around cap pin.

**C** Screw cylinder cap back on with cap removal tool until cap is all the way on but not tight.

Test cylinder by inserting key, turning both directions, and removing it. If key turns hard or not at all, cap may be too tight. If key won’t come out without pressing against plug face, cap is too loose. Adjust cap accordingly.

# B200-Series Deadbolts

## 1 Preparation

## 2 Remove Plug Retainer



1A



1B



2A

**A** Remove cylinder assembly from rear of collar assembly.

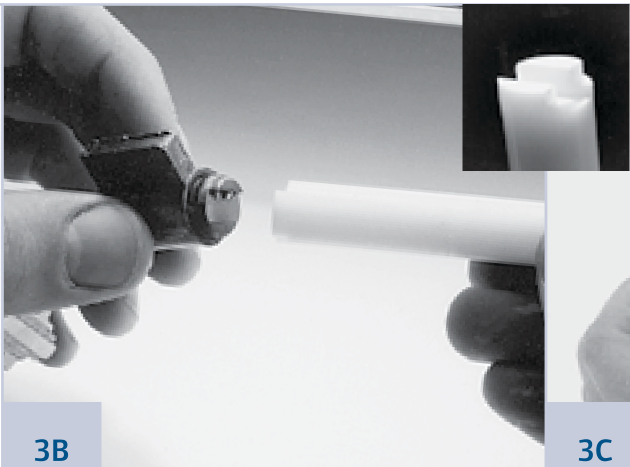
**B** Remove phillips head screw and remove cylinder from its housing.

**A** To remove "C-Shaped" retainer, align tailpiece with half-round notch in key gauge (40-104) as shown. Push key gauge against C-clip until it pops off. Remove tailpiece.

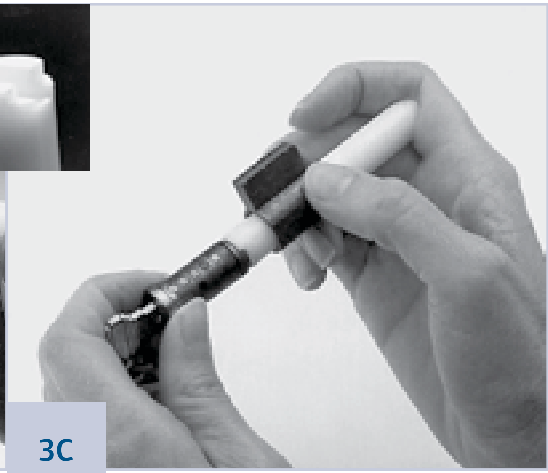
## 3 Remove the Cylinder Plug



3A



3B



3C

**A** Insert key and turn clockwise to two o'clock position.
**Do not remove this plug.**

**B** To remove plug, use notched end of follower (as shown). Align notched end of follower with cylinder plug.

**NOTE:** IF TOP PINS AND SPRINGS DISENGAGE FROM CYLINDER, SEE PAGE 35.

**C** **CAUTION:** To avoid top pins springing out, push follower all the way through in one continuous careful motion. When completed, shell should be near center of follower.

## 4 Remove Bottom Pins

## 5 Load New Bottom Pins



4A



5A




5B

**A** Dump bottom pins from plug and remove old key. Discard old pins and keys.

**A** Use numbers on key bow or use key gauge (see page 38) to determine new key combination. Insert new key all the way until it stops against plug face.

**B** Load new bottom pins into plug with pins from keying kit to correspond with new key combination. Begin with pin chamber closest to key bow.

**IMPORTANT!** MAKE SURE ALL PINS ARE FLUSH WITH TOP OF PLUG, FORMING A PERFECT SHEAR LINE. IF ANY FALL BELOW OR EXTEND ABOVE SHEAR LINE, REPLACE WITH CORRECT SIZES.

## 6 Reinserting Cylinder Plug



6A



6B

**A** Place notched end of follower against back of plug. Hold plug turned to the two o'clock position with the key inserted.

**B** Carefully push plug into shell, pushing follower out into other hand. **DO NOT REMOVE KEY!**

# 7 Cylinder Cap Reassembly



7A



7B



7C

**A** Reinstall C-shaped plug retainer and tailpiece. Remove key.

Be sure retainer does not block key slot on bottom of plug.

**B** Place cylinder into its housing.

**C** Secure cylinder in place with Phillips screw.

# Using the Key Gauge to Determine Combinations

## Using the Key Gauge To Determine Combinations




1. With key cuts facing up, slide key into opening of key gauge near number "0" and slide to first cut (notch) from key bow.
2. Slide key left until it stops on a number.
3. Write down number and proceed to next cut.
4. Repeat until all cuts have a corresponding number, from bow to tip of key. This five or six-digit number is the key combination or "bitting".

**IMPORTANT!** IF THE KEY LANDS BETWEEN TWO NUMBERS, PICK THE LOWER NUMBER (SHALLOWER CUT).

## If Top Pins and Springs Become Disengaged...



1. Insert square notched end of follower into cylinder shell from rear.
2. Install spring into back chamber and balance top pin (#3) on top of spring.
3. Using follower groove as a guide, push pin into its chamber against spring pressure with flat edge of tweezers or small flat blade screwdriver.
4. Slide follower forward to hold pin and spring in place.
5. Repeat until all chambers are loaded.

# Glossary

| | |
|---|---|
| **ANSI** | American National Standards Institute. |
| **backset** | The distance from the edge of door to the center line of prep. |
| **bottom pin** | A bullet-shaped tumbler that comes in a variety of lengths that correspond to the depths of the key cuts. |
| **chassis** | The body of the lock itself, without any trim. |
| **cylinder** | The portion of a lock comprised of the plug, shell, pins (tumblers) and springs. A properly cut key allows the plug to rotate the tailpiece or drive mechanism which unlocks the lock. |
| **hand** | The direction a door swings, always referenced from the outside. |
| **housing** | A larger portion of some cylinder assemblies which encases the cylinder (plug and shell). |
| **latchbolt** | A spring operated bolt with a beveled face to permit latching action when door closes. |
| **master pin** | A cylindrical shaped tumbler which is flat on both ends, placed between the top and bottom pin to create an additional shear line. |
| **pin tumbler** | Today's standard tumbler mechanism consists of a series of bottom pin, |
| **mechanism** | top pin and spring for each cut (notch) of the key. |
| **pin tumblers** | Small sliding pins in a lock cylinder that work against coil springs. They prevent the cylinder plug from rotating unless all are aligned simultaneously by cuts of the proper depths in the key. |
| **plug** | The portion of a cylinder which contains the keyway and which rotates with the key. |
| **rose** | A circular trim plate attached to the door under the knob or lever. |
| **shear line** | The area where the top surface of the cylinder plug and inside surface of the shell meet, and the height to which the bottom pins must be raised by the key in order to rotate the plug. |
| **shell** | The portion of the cylinder immediately surrounding the plug. |
| **strike** | The metal plate recessed in the frame that receives latch or bolt when the door is closed. |
| **top pin** | A cylindrical shaped tumbler which is flat on both ends and is installed directly under a coil spring in its chamber. |
| **tailpiece** | A usually flat actuator which extends from the back of the cylinder plug and engages in the lock to operate the latch or bolt. |

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